

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

<b>CONTRACT NO:</b>	<b>DCKA-2014-C-0035</b>
<b>CAPTION:</b>	<b>CapTop Enhancements: Travel Time Display, Patrol AVL and remote Data Collections</b>
<b>PROPOSED CONTRACTOR:</b>	<b>Virginia Polytechnical Institute University</b>
<b>PROGRAM AGENCY:</b>	<b>DDOT</b>

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

**2. MINIMUM NEED:**

The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the District's Department of Transportation (the "District" or "DDOT") perform ITS technical support services by implementing system integration of tunnel-operation Dynamic Message Signs, mobile CCTV system and conducting traffic data analysis and visualization during the calendar year of 2014.

DDOT requires the services of a contractor to supply software and ITS professional(s) with the technical expertise that can:

- (a) Have in-depth knowledge of functionalities of the current DDOT traffic management system and DDOT TMC operations;
- (b) Fully understand the source code of the current DDOT traffic management system and be able to revise it to build new functionalities to meet the needs of DDOT traffic operations and incident management;
- (c) Be very familiar with the ITS standards NTCIP 1201, 1202, 1203 and the SNMP technologies in order to establish the data communications between the central system and the NTCIP-complaint ITS devices;
- (d) Understand the API provided by the mobile CCTV vendor and be able to use it for integration of mobile CCTV feeds into the CapTOP map interface;
- (e) Have the knowledge of traffic engineering and be able to develop roadway performance measures based on traffic flow data.

**3. ESTIMATED REASONABLE PRICE:**

\$178,000 which includes the labor cost of \$170,500 and device cost \$7,500.00

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- A. Virginia Tech is the only external entity who understands the source code of current TMC traffic management system and expanding it for new functionalities. The current system was originally developed in-house by DDOT ITS engineers. Due to limited resources, its design was not well documented. Virginia Tech has been working on system enhancements since January 2010, and their personnel have mastered the source code and know how to build new modules within it. They have provided quality services in the past year.
- B. Having Virginia Tech to work on this project will also help the District fulfill the Federal mandate set forth to maintain quality incident management and traffic operations systems.
- C. With the available budget being very tight, it will be for our best interest to keep Virginia Tech personnel continue with providing ITS technical support for system integration as opposed to hiring a new consulting firm.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Bellamy  
Director  
District Department of Transportation

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Teague  
Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
James D. Staton, Jr.  
Chief Procurement Officer

## **INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE PROCUREMENT**

### **1. AUTHORIZATION**

D.C. Official Code §2-354.04; There is only one source for the required goods or services. Cite 27 DCMR 1304 and 27 DCMR 1700 and 1701 as applicable.

### **2. MINIMUM NEED**

Describe the program agency's requirement for a stated minimum need (scope of work) and time frame within which work must be performed. List in detail the precise nature and scope of the services or supplies required. The time frame must be justified in detail when sole source justification is time based.

### **3. ESTIMATED REASONABLE PRICE**

The estimated price of the contract (the amount the contractor is anticipated to receive).

### **4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT**

Indicate the facts which establish that there is only one available source. You **must** include the unique nature of the proposed procurement, the proposed contractor's unique qualifications or any other factors that qualify the proposed contractor as a sole source for the procurement.

You **must** include a description of the market survey or the reason why a market survey was not conducted.

You **must** include a list of the potential sources that you contacted, and if none a discussion of why not. Discuss which potential sources expressed an interest in the procurement and describe their interest and why they were rejected.

### **5. CERTIFICATION BY AGENCY HEAD**

The head of the program agency, by signature, certifies factually the findings.

### **6. CONTRACTING OFFICER CERTIFICATION**

The contracting officer, by signature, certifies (1) factually the findings and recommends that an official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified, and (2) that the notice of intent to award a sole source contract was published and that no viable response was received. The contracting officer must state that either no response was received or briefly explain why a response was not viable.

## **7. DETERMINATION**

An official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified. The Chief Procurement Officer, or an official delegated authority in writing to sign on behalf of the Chief Procurement Officer, must sign the determination if the procurement is in excess of five thousand dollars (\$5,000).

### **INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE EXTENSION OR RENEWAL PROCUREMENT**

Use the same D&F template with the following changes:

1. Replace the heading with:

#### **DETERMINATION AND FINDINGS FOR A SOLE SOURCE EXTENSION OF CONTRACT**

2. Replace the Authorization with:

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.6(b)